

Subject: Request for Feedback on Project Phase Transition

Dear [Recipient's Name],

I hope this message finds you well. As we approach the transition from the current phase of the [Project Name] to the next, we would greatly appreciate your feedback on our progress and any areas you believe could be improved.

Your insights have been valuable throughout this project, and your input at this stage is crucial for our continued success. Specifically, we would like your thoughts on:

- Overall performance in the current phase
- Areas of success that should be continued
- Challenges faced and possible solutions
- Recommendations for the next phase

Please send your feedback by [Deadline Date] so we can incorporate your suggestions into our planning process. Thank you for your ongoing support and collaboration.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]